

LARRY SMITH, SHERIFF  
County of Riverside  
4200 Orange Street - Third Floor  
P.O. Box 1179  
Riverside, California 92502

**SINGLE PROCESS INSTRUCTION SHEET**

**PLEASE PRINT**

Case Number

Court

TODAY'S DATE

Hearing Date  
(If Applicable)

**Complete Name and Address of Party to be Served:**

**Print Name of Document(s) to be Served:**

**List any Special Information Known:** (Physical Description, Hours Available for Service, Corporate Officer's Name, Alternate Address of Defendant, etc.)



SIGN YOUR NAME

YOUR **DAYTIME** PHONE NUMBER

must have WRITTEN AND SIGNED INSTRUCTIONS by the Attorney for the Plaintiff, or the Plaintiff if he has no attorney, in accordance with CCP 262.

**PRINT YOUR NAME AND ADDRESS BELOW:**

If you do not want Subservice, SIGN YOUR NAME BELOW:

**PLEASE DO NOT PHONE OUR OFFICE FOR A STATUS ON YOUR CASE. WE WILL NOTIFY YOU BY MAIL ON THE OUTCOME OF THE ABOVE SERVICE.**